



Position Announcement

The United States Peace Corps program in Kosovo seeks a qualified and motivated candidate for the following short-term position **(18-May-2015 thru 28-August-2015)**:

TEFL Technical Trainer

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Kosovo to teach English and to work with Municipalities and NGOs. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.

Under the supervision of the Training Manager (TM), the **TEFL Technical Trainer** works with the TM and currently serving Volunteers to design, plan, and implement the technical component of the Pre-Service Training (PST) for the Peace Corps Trainees (PCTs) in a training site outside of Pristina.

Responsibilities:

- Oversees the delivery of classroom sessions and TEFL-related activities;
- Contacts and schedules currently serving Volunteers and experts in the field for training support;
- Designs and supervises practicum, community activities and TEFL assignments;
- Develops and revises professional materials, handouts, and resource books;
- Helps PCTs better understand their experience of working and living in Kosovo as a teacher;
- Provides support to Trainees in their integration and cultural and professional adaptation into Kosovar schools; and
- Assesses PCT progress in TEFL training.

Requirements:

- ✓ University degree in language or language education (M.A., preferred), experience supervising teachers, training teachers and developing curriculum;
- ✓ Strong training skills; ability to work as a member of a training team and to interact with diverse PCTs;
- ✓ Understanding the Kosovar public school structure;
- ✓ Training experience with international organizations (preferred);
- ✓ Flexibility and good counseling skills;
- ✓ Fluency in Albanian and English required; conversational Serbian also highly desired.
- ✓ Minimum of five years of experience teaching a foreign or second language;
- ✓ Ability to think independently with little supervision; willing to learn new approaches and tolerate flexible working hours;
- ✓ Personal integrity, strong cross-cultural skills, good interpersonal skills, and the ability to work in a busy and intense team environment; and
- ✓ Flexibility for short overnight stays in the training community during the Pre-Service Training period.

This position is a FSN grade equivalent of 3 and it has a salary range of €3,000 – €3,200 for the period of performance. No other benefits are provided.

Important! Qualified and interested candidates should send a description of their qualifications and CV as well as Court Certificate confirming that you are not under investigation by e-mail to kosovopc@peacecorps.gov. **The SUBJECT LINE of this email MUST state: Application for TEFL Technical Trainer.** Hard copies of applications will not be accepted.

Closing date: Applications must be received no later than midnight, Sunday March 8th to be considered. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.